



CAREERS NOW PROGRAM

STATE OF TENNESSEE CONSTITUTIONAL OFFICERS

DALE SIMS
STATE TREASURER

JOHN G. MORGAN
COMPTROLLER OF THE TREASURY

RILEY C. DARNELL
SECRETARY OF STATE

EVALUATION OF STUDENT AS A CAREERS NOW PROGRAM PARTICIPANT

NAME _____ JOB TITLE _____ Careers NOW Student Assistant

WORK PERIOD _____

INSTRUCTIONS: Please evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

ATTITUDE-APPLICATION TO WORK

- ☐ Outstanding in enthusiasm
- ☐ Very interested and industrious
- ☐ Average in diligence and interest
- ☐ Somewhat indifferent
- ☐ Definitely not interested

ABILITY TO LEARN

- ☐ Learned work exceptionally well
- ☐ Learned work readily
- ☐ Average in understanding work
- ☐ Rather slow in learning
- ☐ Very slow to learn

DEPENDABILITY

- ☐ Completely dependable
- ☐ Above average in dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful or careless
- ☐ Unreliable

INITIATIVE

- ☐ Proceeds well on his/her own
- ☐ Goes ahead independently at times
- ☐ Does all assigned work
- ☐ Hesitates
- ☐ Must be pushed frequently

QUALITY OF WORK

- ☐ Excellent
- ☐ Very good
- ☐ Average
- ☐ Below average
- ☐ Very poor

RELATIONS WITH OTHERS

- ☐ Exceptionally well accepted
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has difficulty working with others
- ☐ Works very poorly with others

MATURITY - POISE

- ☐ Quite poised and confident
- ☐ Has good self-assurance
- ☐ Average maturity and poise
- ☐ Seldom asserts himself/herself
- ☐ Timid ☐ Brash

QUANTITY OF WORK

- ☐ Unusually high output
- ☐ More than average
- ☐ Normal amount
- ☐ Below average
- ☐ Low output - slow

JUDGMENT

- ☐ Exceptionally mature in judgment
- ☐ Above average in making decisions
- ☐ Usually makes the right decision
- ☐ Often uses poor judgment
- ☐ Consistently uses bad judgement

ATTENDANCE

- ☐ Regular
- ☐ Irregular

PUNCTUALITY

- ☐ Regular
- ☐ Irregular

OVERALL PERFORMANCE

- ☐ Outstanding
- ☐ Very good
- ☐ Average
- ☐ Marginal
- ☐ Unsatisfactory

What traits may help or hinder the student's advancement? _____

Eligible for re-hire after graduation: ☐ Yes ☐ No

Additional remarks (over if necessary) _____

Signatures

Student

Date

Supervisor

Date

This report has been discussed with student: ☐ Yes ☐ No

Program Coordinator

Date